



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60068-5000

NTCGLAKESINST 5100.5A
N33

JUN 01 1990

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5100.5A

From: Commander, Naval Training Center, Great Lakes

Subj: EMERGENCY ACTION PLAN

Ref: (a) 29 CFR 1910.38
(b) NTCGLAKESINST 11320.3F
(c) NTCGLAKESINST 3440.2

Encl: (1) Emergency Action Procedures
(2) Training Record

1. Purpose. This instruction provides for the protection of building occupants during emergency situations.

2. Cancellation. NTCGLAKESINST 5100.5.

3. Background. Reference (a) requires an Emergency Action Plan (EAP) for employees to follow in an event of fire or other emergencies. Reference (b) assigns responsibilities for fire protection and prevention. Reference (c) provides for disaster preparedness and details fire drill procedures.

4. Scope. This instruction applies to all commands and tenants in the Naval Training Center (NTC) (Complex²), Great Lakes.

5. Policy. The safe evacuation and protection of personnel is paramount at NTC Great Lakes. Emergencies shall be reported by utilizing the nearest fire alarm pull box or by telephoning extension 3333. In an emergency, personnel shall spread the alarm, evacuate or seek protective shelter, unless specifically assigned duties to assist in the emergency. Do not endanger yourself or others.

6. Responsibilities.

a. Commanding Officers and Officers-in-Charge shall assign each building and individual(s) by name or position to serve as fire marshal to coordinate the protection of building occupants during an actual emergency.

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b. Fire Marshals shall:

(1) Complete and maintain Emergency Action Procedures as outlined in enclosure (1). Forward a copy to the NTC Safety Office (N33), Building 3400.

(2) Post emergency evacuation routes in each workplace, lounge, berthing area, classroom or similar spaces. Primary and secondary routes will be annotated.

(3) Post a completed copy of enclosure (1) on each official bulletin board.

(4) Schedule and assist in conducting fire drills per references (b) and (c).

(5) Ensure supervisors brief new personnel on Emergency Action Procedures and document training on enclosure (2). Send training records to NTC Safety, Building 3400.

(6) Ensure those personnel, if assigned to fight incipient fires, receive training from the Fire Department as provided in reference (b).

(7) Conduct destructive weather and hazardous materials spill drills semi-annually. Fire drills will be conducted in all bachelor quarters at least monthly and in all other occupied building at least quarterly per reference (b).

(8) Provide instructions to be followed by personnel who remain to operate critical equipment before they evacuate, as applicable.

(9) Ensure all personnel are accounted for after each evacuation.

(10) Adhere to fire prevention regulations as required by reference (b).

c. Fire Department, Great Lakes shall be the primary responder to emergencies of fire, rescue or hazardous materials releases.

d. Commanding Officer, Public Work Center, Great Lakes shall provide hazardous material response team services for clean up of hazardous materials spills.

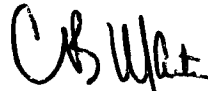
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e. Commanding Officer, Naval Hospital, Great Lakes shall ensure emergency personnel are dispatched to emergency situations to provide medical or first aid assistance to personnel who may be injured.

f. Safety Managers shall review each building's EAP during Occupational Safety and Health inspections to ensure compliance.

g. Employees shall adhere to the requirements of this plan.

7. Forms Availability. NTC-GL-5100/2 Rev. (1/98) and NTC-GL-5100/3 Rev. (1/98), enclosures (1) and (2), may be reproduced locally.



C. B. MARTIN
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II, IIIA

EMERGENCY ACTION PROCEDURES

Building: _____

Fire Marshal: _____
(Name or Position)

Fire: Sound the Alarm - Pass the Word. The nearest alarm is located at:

Or telephone 3333. Follow Evacuation Routes posted in your area.

Muster at: _____

Or alternate location: _____

Muster with: _____
(Name or Position)

*If time permits, close doors and windows to confine the fire and prevent drafts.
DO NOT ENDANGER YOURSELF OR OTHERS IN THIS EFFORT.

Fire Marshal will direct Fire Department to the scene of the fire.

All personnel except fire parties clear the area.

Destructive Weather/Tornado:

Proceed to an interior hallway, interior room, lower floor or a basement. Stay clear of windows. The safest place(s) in this building is/are: _____

Hazardous Material Release:

Take measures as listed for fire, but report it as a hazardous material release.

Ambulance:

Telephone 3333, assist victim pending arrival of Emergency Medical Personnel.



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 5100.5A CH-1
(N33)

DEC 02 1998

NTC GREAT LAKES INSTRUCTION 5100.5A CHANGE TRANSMITTAL 1

From: Commander, Naval Training Center (NTC), Great Lakes

Subj: EMERGENCY ACTION PLAN

Encl: (1) NTC-GTL Form 5100/2 (11/98)

1. Purpose. To issue change 1 to the basic instruction.
2. Action. Make the following change:
 - a. Remove Enclosure (1) from the existing instruction and replace with enclosure (1) (CH-1).

A handwritten signature in black ink, appearing to read "C. B. Martin", is positioned above the typed name.

C. B. MARTIN
Chief of Staff, Operations

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